

Date: 26/12/2016

Enrollment No: _____

GANPAT UNIVERSITY

B. TECH SEM -I & II CBCS (NEW) REGULAR / REMEDIAL EXAMINATION – NOV – DEC - 2016

2HS103: Communication Skills

MAXM TIME: 3 HRS

MAXM MARKS: 60

- Instructions:** (1) This Question paper has two sections. Attempt each section in separate answer book.
(2) Figures on right indicate marks.
(3) Be precise and to the point in answering the descriptive questions.

SECTION: I

Q.1 "Communication skills are the primary requirement for success in profession." - Elaborate (10)
OR

Q.1 Attempt the following. (10)
(1) Principles of communication
(2) Wrong assumption and fear of superiors as communication barriers

Q.2 What is Reading Comprehension? What are various strategies available to readers for effective reading comprehension? (10)

OR

Q.2 Attempt the following. (10)
(1) Paraphrasing and Inviting further contribution while listening
(2) Reasons responsible for poor listening comprehension

Q.3 Do as instructed. (10)

1. It is said that absolute power is corrupting absolutely.

(Spot the error and rewrite the sentence)

2. _____ I accept that he's not perfect in many respects, I do actually quite like the man.

(Use appropriate conjunction)

3. The Fire Rescue Team _____ the building before the rioters burnt the place down.

(Use appropriate form of 'to evacuate')

4. Give two words using the Prefix: De-

5. It _____ heavily for a week now.

(Insert proper form of 'to rain')

6. He used to drink _____.

(strongly/hugely/heavily)

7. Give synonym for: Abhor, Gullible

8. Explain the Eponym: Achilles' heel

9. Give one word substitute for: The art of beautiful handwriting

10. He's got a strong French _____ in his speech.

(ascent/accent)

SECTION: II

Q.4 What is Group Discussion? What are the objectives and characteristics of effective group discussion? (10)

OR

Q.4 Attempt the following. (10)

- (1) Boredom factors of presentation
- (2) Factors responsible for failure in job interview

Q.5 (A) Himmatnagar based Arora Springworks Pvt. Ltd. wishes to take over a smallscale springworks company based at Prantij. As a chairman of a three-member committee, prepare and submit a report of this possibility to the board of directors of the company. (06)

(B) Prepare the draft of the Classifieds for (1) Female receptionist (2) Tutor for English Academy. (04)

OR

Q.5 (A) Ms. Sunidhi Agrawal is an M.S. (Ortho) and has also done a special diploma in knee replacement from Germany with lot many other achievements. Draft a functional resume on her behalf. (05)

(B) Draft a business letter to promote the sale of Secure Home close circuit cameras.. (05)

Q.6 Answer the following questions in brief. (10)

1. What is the difference between response and feedback?
2. How does difference in background lead to miscommunication?
3. What is passive mode of listening?
4. Explain intensive reading.
5. What is topic based group discussion?
6. Define 'Presentation'.
7. What is counseling interview?
8. What is Resume?
9. List out the optional parts of a business letter.
10. How is reference number an important part of formal letters?

-----END OF PAPER-----